

How to Guide – Coordinated Entry HMIS Intake Workflow

1. Log in to HMIS using the “**2020 Coordinated Entry**” *workgroup* and your “**Coordinated Entry Region #**” as the *organization*.
2. From the “**Home**” workspace, click on your **initials** on the far top right of *ClientTrack* at the top of the page.

PROFILE



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Indiana HMIS Train

ACCOUNT SETTINGS

Workgroup

2020 Coordinated Entry



Organization

Coordinated Entry Region 1



Location



Apply

[Open Workgroup Designer](#)

[Security Settings](#)

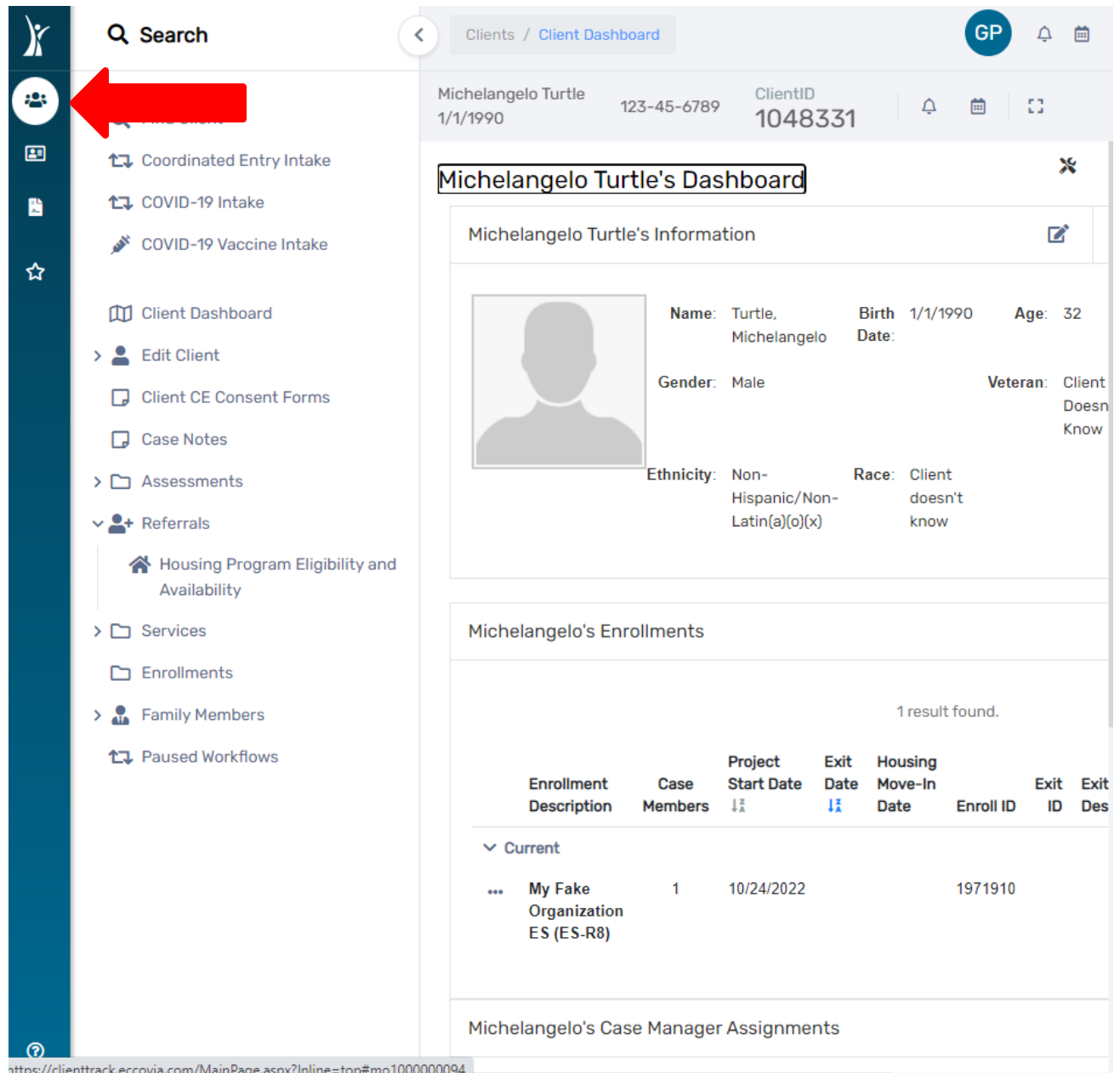
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Revised: October 2022

- From the left hand “**Workspace**” menu, click on “**Clients**”.



The screenshot shows the 'Client Dashboard' for Michelangelo Turtle. The left-hand 'Workspace' menu is visible, with a red arrow pointing to the 'Clients' icon. The main content area displays the client's information, including a profile picture, name, birth date, age, gender, ethnicity, race, and veteran status. Below this, there is a section for 'Enrollments' showing one result found, and a section for 'Case Manager Assignments'.

Client Information:

- Name: Turtle, Michelangelo
- Birth Date: 1/1/1990
- Age: 32
- Gender: Male
- Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x)
- Race: Client doesn't know
- Veteran: Client Doesn't Know

Enrollments:

1 result found.

Enrollment Description	Case Members	Project Start Date	Exit Date	Housing Move-In Date	Enroll ID	Exit ID	Exit Des
My Fake Organization ES (ES-R8)	1	10/24/2022			1971910		

Case Manager Assignments:

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4. Always complete a **“Find Client”** search prior to adding a new client record in HMIS. This will alleviate duplicate client records. Click on the **“Find Client”** feature in the **“Client Workspace”**.
5. Complete the search information (*you may search by name, social security number, date of birth or client ID#*). Next, click **“Search”**

The screenshot displays the HMIS ClientTrack Form interface. On the left is a dark blue sidebar with a 'Search' icon at the top. Below it, the 'Find Client' option is highlighted with a red arrow. Other sidebar options include 'Coordinated Entry Intake', 'COVID-19 Intake', 'COVID-19 Vaccine Intake', 'Client Dashboard', 'Edit Client', 'Client CE Consent Forms', 'Case Notes', 'Assessments', 'Referrals', 'Housing Program Eligibility and Availability', 'Services', 'Enrollments', 'Family Members', and 'Paused Workflows'. The main content area shows a breadcrumb trail 'Clients / ClientTrack Form' and a client profile for 'Michelangelo Turtle' with SSN '123-45-6789' and ClientID '1048331'. Below this is the 'Find Client' search form. A red box highlights the search fields: 'First Name', 'Last Name', 'Middle Name', 'Full Name (Last, First)', 'Social Security Number', 'Birth Date' (with a calendar icon), and 'Client ID' (with an info icon). A red arrow points down to the 'Search' button at the bottom right of the form. A 'Cancel' button is located at the bottom right of the main content area.

Find Client

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name:

Last Name:

Middle Name:

Full Name (Last, First):

Social Security Number: --

Birth Date: MM/DD/YYYY

Client ID:

Search

Cancel

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6. If no existing HMIS record is found, click on the **“Coordinated Entry Intake”** feature in **“Client Workspace”**.

The screenshot displays the ClientTrack Form interface. On the left is a dark blue sidebar with a navigation menu. The main content area shows a client profile for 'Michelangelo Turtle' with ID '1048331'. A red arrow points to the 'Coordinated Entry Intake' option in the sidebar. Below the client profile is a search form with various input fields and a 'Search' button.

Search

Clients / [ClientTrack Form](#)

GP

Michelangelo Turtle 123-45-6789 ClientID 1048331

1/1/1990

Find Client

Coordinated Entry Intake

COVID-19 Intake

COVID-19 Vaccine Intake

Client Dashboard

Edit Client

Client CE Consent Forms

Case Notes

Assessments

Referrals

Housing Program Eligibility and Availability

Services

Enrollments

Family Members

Paused Workflows

Use the section criteria below to find your client. To narrow the search, fill in more than one criteria. **Social Security Number** and **Birth Date** are the best fields to narrow your search.

First Name:

Last Name:

Middle Name:

Full Name (Last, First):

Social Security Number: - -

Birth Date: MM/DD/YYYY

Client ID:

Search

Cancel

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- Click on **“Add a new client”**.

The screenshot shows the 'Coordinated Entry Intake' workflow in the HMIS system. The left sidebar contains navigation options like 'Find Client', 'Coordinated Entry Intake', 'COVID-19 Intake', 'COVID-19 Vaccine Intake', 'Client Dashboard', 'Edit Client', 'Client CE Consent Forms', 'Case Notes', 'Assessments', 'Referrals', 'Housing Program Eligibility and Availability', 'Services', 'Enrollments', 'Family Members', and 'Paused Workflows'. The main area displays the 'Intake (2298)' for 'Michelangelo Turtle' with a birth date of 1/1/1990 and ClientID 1048331. A red arrow points to the 'Add or Edit' dialog box, which asks 'Do you want to add a new client or use the selected client?'. The dialog has three buttons: 'Add a new client', 'Use the current client', and 'Select another client'.

- The system will perform a search for the client. Type in the first few letters of the clients First and Last Name (e.g., FN: Leo; LN: Tur for Leonardo Turtle) of the new client, then click the **“Next”** button.

The screenshot shows the 'Client Information' form in the HMIS system. The left sidebar is the same as in the previous screenshot. The main area displays the 'Intake (2298)' for 'leo Turtle' with a birth date of 1/1/1990 and ClientID 1048331. The 'Client Information' section is active, showing a 'Search Existing Clients' dialog box. The dialog box contains the following text: 'The first step in adding a new client is to search existing client records for possible matches to avoid duplicate entry. Enter partial identifying information on the client, and then click Next to search from existing client records.' Below this text are four input fields: 'First Name' (with 'leo' entered), 'Last Name' (with 'tur' entered), 'Social Security Number' (with a dropdown menu), and 'Birth Date' (with a date picker). A red circle highlights these input fields. A red arrow points to the 'Next' button at the bottom right of the form.

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- If the client is not currently entered in to the HMIS, the intake workflow will begin, and a “No Duplicates Detected” message will display on the intake workflow screen

The screenshot shows the 'Intake (2298)' screen for a client named 'leo tur'. The 'Client Information' section is active, displaying fields for First Name, Last Name, Middle Name, Suffix, Name Quality, and Social Security Number. The 'Basic Client Demographics' section shows Birth Date, Client Age, and Date of Birth Quality. A red box highlights the 'No duplicates detected' message at the bottom right of the form.

- Basic Client Information Assessment:** Complete all fields marked with a red asterisk *. Next, click the “Finish” button.

The screenshot shows the 'Intake (2298)' screen for a client named 'Leonardo Turtle'. The 'Client Information' section is active, displaying fields for First Name, Last Name, Middle Name, Suffix, Name Quality, and Social Security Number. The 'Basic Client Demographics' section shows Birth Date, Client Age, and Date of Birth Quality. A large red arrow points to the 'Finish' button at the bottom right of the form.

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11. Please make sure the client reads the **“Client Consent”** *before* they sign the form. The client will choose one of the three available options in the **“Client Informed Consent”** section of the form. Next, the client will sign the form in the **“Client Signature”** box using the computer mouse or signature pad (*provided by the HMIS team upon request and subject to availability of stock*).

The screenshot shows the HMIS Intake form for Leonardo Turtle (ClientID 1048333). The form is titled "Intake (2298)" and includes a sidebar with navigation options. The main content area displays the "Client Consent" section, which includes a "Client Informed Consent" section with three radio button options for signing the form. The "Save" button is visible at the bottom right.

12. Complete the **“Client Name”** and **“Date”** field. Next, you will sign the form in the **“Case Manager Signature”** box. Complete the **“Case Manager Name”** and **“Date”** field. Next, click the **“Save”** button.

The screenshot shows the HMIS Intake form for Leonardo Turtle (ClientID 1048333). The form is titled "Intake (2298)" and includes a sidebar with navigation options. The main content area displays the "Client Signature" and "Case Manager Signature" sections. Red arrows indicate the flow of the process: from the "Client Informed Consent" section to the "Client Signature" box, then to the "Client Name" and "Date" fields, then to the "Case Manager Signature" box, and finally to the "Save" button at the bottom right.

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13. **Family Members Assessment:** If no changes are needed, click the **“Save and Close”** button. To add family members, complete the data fields for each family member. Click the **“Check Box”** to the left of the added family member’s name(s) then click the **“Save and Close”** button.

The screenshot displays the 'Family Members' section for client Leonardo Turtle (ClientID 1048333). The interface includes a search bar, a list of family members, and a 'Save & Close' button. A red box highlights the first three family members: Leonardo, Michelangelo, and Raphael. A large red arrow points down towards the 'Save & Close' button.

	First Name*	Middle Name	Last Name*	Suffix	Name Quality*	Birth Date*	Age	Birth Date Quality*
<input checked="" type="checkbox"/>	Leonardo		Turtle		Full name reported	01/01/1990	32	Full DOB
<input checked="" type="checkbox"/>	Michelangelo		Turtle		Full name reported	01/01/1990	32	Full DOB
<input checked="" type="checkbox"/>	Raphael		Turtle		Full name reported	01/01/1990	32	Full DOB
<input type="checkbox"/>					-- SELECT --	MM/DD/YYYY	N/A	-- SELECT --

14. The **“Diversion Assessment”** is a tool to assist with the **“Creative Conversation”** (Diversion) process with the client as you work together to identify possible alternative housing options. Complete the **“Region”** field, then move through the **“Housing Crisis”** fields to capture information pertaining to the client’s current housing crisis.

15. Complete the **“Housing Crisis”** section.

The screenshot displays the 'Diversion Assessment' section for client Leonardo Turtle (ClientID 1048333). The 'Diversion Assessment' tab is selected and circled in red. A red arrow points from the 'Diversion Assessment' tab to the 'Housing Crisis' section. The 'Housing Crisis' section includes fields for 'Problem with Landlord', 'Rental or Utility Arrears', 'Eviction', 'Foreclosure', 'Condemned Property', 'Unable to Pay Rent', 'Overcrowding', and 'Other'. The 'DV and Lethality' section includes a question about homelessness due to violence.

Diversion Assessment

Assessment Date: 10/27/2022

Region: -- SELECT --

Housing Crisis

What brought on your current housing crisis? (Select all that apply)

Problem with Landlord: -- SELECT --

Rental or Utility Arrears: -- SELECT --

Eviction: -- SELECT --

Foreclosure: -- SELECT --

Condemned Property: -- SELECT --

Unable to Pay Rent: -- SELECT --

Overcrowding: -- SELECT --

Other: -- SELECT --

DV and Lethality

Are you homeless due to fleeing or attempting to flee domestic violence, sexual assault, stalking or other dangerous or life threatening conditions related to violence against you or your family? -- SELECT --

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16. **PLEASE NOTE:** The “DV and Lethality” section is new to the CE Intake Workflow. If the client answers “Yes” to the question: “Are you homeless due to fleeing or attempting to flee domestic violence, sexual assault, stalking or other dangerous or life-threatening conditions related to violence against you or your family?”, the system will display the additional field: “Approximate date homelessness began” (Please complete the date).
17. Next, please complete the three “Lethality Questions” by selecting “Yes” or “No” for each question. The system will automatically calculate the “Lethality Score” for the DV survivor and display the “Lethality Score” on the **Prioritization List**.

The screenshot shows the HMIS Intake Workflow interface. On the left is a sidebar with navigation icons and a search bar. The main content area is titled 'Intake (2298)' and shows client information: Leonardo Turtle, 1/1/1990, 222-22-2222, ClientID 1048333. Below this is a 'Diversion Assessment' form. A red arrow points to the 'DV and Lethality' section of the form. This section contains the question: 'Are you homeless due to fleeing or attempting to flee domestic violence, sexual assault, stalking or other dangerous or life-threatening conditions related to violence against you or your family?' with a dropdown menu. Below this are 'Diversion Questions' with two more questions and dropdown menus: 'Are you safe in your current living condition?' and 'Is there anyone else you could stay with temporarily if you were able to receive case management, transportation and/or limited financial assistance?'. The 'Diversion' section has the question 'Are you diverting client?' with a dropdown menu. At the bottom of the form is a 'Restriction Options' section. At the bottom right of the form are 'Save' and 'No Changes' buttons.

18. By adding these additional DV questions, CE Lead Agencies will be able to quickly identify DV survivors by the “Lethality Score” displayed on the **Prioritization List**
19. **When domestic violence survivors are being assessed, please provide the client with a copy of the Safety Plan located in the Coordinated Entry Policies and Procedure manual. Next, reach out to the nearest DV Provider if the client needs immediate shelter, and offer the client a referral to the DV Provider for DV housing and supportive services.**

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20. Complete the **“Diversions Questions”**. *If the client is diverted, the workflow will end. If the client is **NOT** diverted, the Intake workflow will continue.*
21. Click the **“Save”** button to continue.

The screenshot displays the 'Intake (2298)' form for Leonardo Turtle, ClientID 1048333. The 'Diversion Assessment' section is active, showing various assessment questions and a 'Save' button at the bottom right.

Client Information: Leonardo Turtle, 1/1/1990, ClientID 1048333

Assessment Questions:

- Overcrowding: --SELECT--
- Other: --SELECT--
- DV and Lethality: Are you homeless due to fleeing or attempting to flee domestic violence, sexual assault, stalking or other dangerous or life threatening conditions related to violence against you or your family? --SELECT--
- Diversions Questions: Are you safe in your current living condition? --SELECT--
- Is there anyone else you could stay with temporarily if you were able to receive case management, transportation and/or limited financial assistance?: --SELECT--
- Diversion: Are you diverting client? Divert Client? --SELECT--
- Restriction Options: (Section header visible)

Buttons: Save, No Changes

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22. **HUD Program Enrollment Assessment:** Click on the drop-down arrow in the “Project” data field and choose the project. Next, click the check box to the left of each family member’s name you wish to enroll in the program. Next, click the “Save” button.

Intake (2298) Leonardo Turtle 222-22-2222 ClientID 1048333

HUD Program Enrollment

- For Safe Havens and Transitional Housing – it is the date the client moves into the residential project (i.e. first night in residence).
- For all types of Permanent Housing, including Rapid Re-Housing – it is the date following application that the client was admitted into the project. To be admitted indicates the following factors have been met:
 - Information provided by the client or from the referral indicates they meet the criteria for admission (for example if chronic homelessness is required the client indicates they have a serious disability and have been homeless long enough to qualify – though all documentation may not yet have been gathered)
 - The client has indicated they want to be housed in this project
 - The client is able to access services and housing through the project. The expectation is the project has a housing opening (on-site, site-based, scattered-site subsidy) or expects to have one in a reasonably short amount of time
- For all other types of Service projects including but not limited to: services only, day shelter, homelessness prevention, coordinated assessment, health care it is the date the client first began working with the project and generally received the first provision of service.

Project: * My Fake Organization Coordinated Entry (Rta)

Household

Excerpt from the HMIS Data Standards Manual “A household is a single individual or a group of persons who apply together to a continuum project for assistance and who live together in one dwelling unit (or, for persons who are not housed, who would live together in one dwelling unit if they were housed).”

<input type="checkbox"/>	Name	Gender	Age	Project Start Date	Case Manager	Relationship to Head of Household*
<input type="checkbox"/>	Turtle, Michelangelo	Male	32	MM/DD/YYYY		-- SELECT --
<input type="checkbox"/>	Turtle, Raphael	Male	32	MM/DD/YYYY		-- SELECT --
<input type="checkbox"/>	Turtle, Leonardo	Male	32	MM/DD/YYYY		-- SELECT --

0

Save

23. **Universal Data Assessment:** Complete all fields marked with a red asterisk *.

Intake (2298) Leonardo Turtle 222-22-2222 ClientID 1048333

Universal Data Assessment

Complete the information below related to the selected client's housing status and other relevant information. Note: Because 3.917 reflects real time data entry as described in the Data Dictionary, the Default Last Assessment button will not bring in any 3.917 data. Changing any project setup data with existing enrollments may affect or break the logic for 3.917. 3.917 may not always show as expected because of changed setup data or missing required data links.

Default Client's Last Assessment

Assessment Date: * 10/27/2022

Age at Assessment: 32

Assessment Type: * Entry

Assessor: * Grant Peters

Program: * My Fake Organization Coordinated Entry (Rta)

Disabling Condition: * Client Doesn't Know

Client Location

Select or enter the CoC code assigned to the geographic areas where the head of household is staying at the time of program entry. Client location will be defaulted to the program's CoC within a workflow.

Client Location: * IN-502 - Indiana Balance of State

Living Situation

Identify the type of residence and length of stay at that residence just prior to (i.e., the night before) program admission.

Prior Living Situation: * -- SELECT --

Save

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- **Assessment Date** – Date the assessment was completed with the client (field will auto-fill with today's date).
- **Assessment Type** – Defaulted and cannot be changed during the workflow. If you notice that you're completing the incorrect assessment, contact the HMIS Help Desk where you will be assisted.
- **Assessor** – Case manager completing the assessment and who will automatically be assigned to all case members.
- **Program** – Displays the name of the Program in which client is enrolled
- **Disabling Condition** – Enter the client's answer (Yes, No, Client Doesn't Know, Client Refused, Data Not Collected)

The screenshot shows the 'Universal Data Assessment' form for Client Leonardo Turtle. The form is divided into several sections. The 'Client Location' section has a dropdown menu showing 'IN-502 - Indiana Balance of State'. The 'Living Situation' section includes a dropdown for 'Prior Living Situation' (set to 'Place not meant for habitation'), a dropdown for 'Length of stay in the prior living situation' (set to 'One year or longer'), a date field for 'Approximate date homelessness started' (set to '01/01/2022'), and two dropdowns for 'Regardless of where they stayed last night' (set to 'Client refused') and 'Total number of months homeless on the street, in ES, or SH in the past three years' (set to 'Client doesn't know'). The 'Health Insurance' section has a dropdown for 'Covered by Health Insurance' (set to '-- SELECT --'). A red circle highlights the 'Client Location' dropdown, and another red circle highlights the 'Prior Living Situation' section.

- **Client Location** – Defaulted information that is set up with your program in the system. If this information is missing when completing an assessment, please contact the HMIS Help Desk.
- **Prior Living Situation** – Identify where the client was staying on **the night before** the client is enrolled in your program. The built-in logic will prompt you for more data depending on the selection made for this question. Those additional data elements are the following:
 - **Length of stay in prior living situation**
 - **Approximate date homelessness started**
 - **Regardless of where they stayed last night – Number of times the client has been on the streets, in ES, or SH in the past three years including today**
 - **Total number of months homeless on the street, in ES, or SH in the past three years** - Data in this section is used along with disabling condition to determine whether a client is chronically homeless. *HUD strongly encourages HMIS users to just ask the client for the information and record the client's answer. Attempting to tie each individual response with definitions or documentation requirement is not the attempt of this question.*

24. Triage Assessment: *Please Note: The Triage Assessment is a new assessment implemented with the 2020 HUD Coordinated Entry Data Standards*

The screenshot shows the 'HMIS Triage Assessment' form for client Leonardo Turtle (ClientID 1048333). The form is titled 'HMIS Triage Assessment' and includes a red circle highlighting the main assessment fields. The fields are:

- Assessment Date: 10/27/2022
- Assessment Location: My Fake Organization
- Assessment Contact Type: Phone
- What is your household type: Household with children and adults
- Information Date: 10/27/2022
- Enrollment: 10/27/2022 - My Fake Organization Coordinated Entry (R1a)
- Verified by Project: My Fake Organization ES (ES-R8)

Below these fields is a section for 'Current Living Situation Information' with a dropdown for 'Current Living Situation' (set to '-- SELECT --'), a text area for 'Location Detail', and a checkbox for 'Record Contact'.

- Complete the **“Assessment Location”**
- Complete the **“Assessment Contact Type”**: Select the answer from the drop-down box
- Complete **“Current Living Situation”**: Select the answer from the drop-down box
- Complete **“Household Type”**
- Complete **“Information Date”**
- Complete **“Verified by Project”**

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- **You MUST check the “Record Contact” checkbox** (This field is **REQUIRED**, and we are working on adding the **red asterisk *** as the required field indicator)
- Select the **“Contact Service”** from the drop-down box then click **“Save”**

Intake (2298) * Leonardo Turtle 1/1/1990 222-22-2222 ClientID 1048333

HMIS Triage Assessment

What is your household type: * Household with children and adults

Information Date: * 10/27/2022

Enrollment: * 10/27/2022 - My Fake Organization Coordinated Entry (Rta)

Verified by Project: My Fake Organization ES (ES-R8)

Current Living Situation Information

Current Living Situation: * Place not meant for habitation

Location Detail:

Record Contact: ☒

Contact Service Information

Contact Service: * CE - Case Management

Location: My Fake Organization

Comments:

Save

25. VI-SPDAT Assessment/Housing Needs Assessment: The system will default to the single Adult, Family, or TAY VI-SPDAT assessment, based on the client(s) enrolled in the project

Intake (2298) * Leonardo Turtle 1/1/1990 222-22-2222 ClientID 1048333

Complete Housing Needs Assessment?

Complete Housing Needs Assessment?

Yes

No

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26. For our client, “Leonardo Turtle” the “VI-SPDAT” was chosen.

Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

OrgCode Consulting Inc. and Community Solutions are the authors of the VI-SPDAT and F-VI-SPDAT. ClientTrack Inc. is licensed to include these tools within ClientTrack. The terms of this license require that users must be trained on the use and implementation of the tool by OrgCode Consulting, Inc. or an approved and certified trainer of Licensors. It is not permissible to alter the wording or scoring of the VI-SPDAT or F-VI-SPDAT forms without permission and written consent from Community Solutions and/or Org Consulting, Inc.

Administration

ClientID: 1048333

Interviewer Name:

Date/Time: 10/27/2022 AM

Assessment Level:

Enrollment: 10/27/2022 - My Fake Organization Coordinated Entry (R1a)

Assessment Contact Type: -- SELECT --

Interview Location:

Assessment Location: -- SELECT --

Basic Information

Name: Turtle, Leonardo

Nickname:

In what language do you feel best able to express yourself? -- SELECT --

Soc Sec No: 222 - 22 - 2222

Age at Assessment: 32 Birthdate: 01/01/1990

Has Consented to Participate? ☐ Yes ☐ No

Save

27. Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

Assessment: Complete the data fields in the “Administration” and “Basic Information” section. Mark the appropriate check box for the question “Has Consented to Participate”, “Yes” or “No”.

Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

Administration

ClientID: 1048333

Interviewer Name: Grant Peters

Date/Time: 10/27/2022 AM

Assessment Level:

Enrollment: 10/27/2022 - My Fake Organization Coordinated Entry (R1a)

Assessment Contact Type: In Person

Interview Location:

Assessment Location: My Fake Organization

Basic Information

Name: Turtle, Leonardo

Nickname:

In what language do you feel best able to express yourself? English

Soc Sec No: 222 - 22 - 2222

Age at Assessment: 32 Birthdate: 01/01/1990

Has Consented to Participate? ☒ Yes ☐ No

Score

IF THE PERSON IS 60 YEARS OF AGE OR OLDER, THEN SCORE 1

SCORE: 0

Save

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28. The tool will automatically calculate the client’s vulnerability score as each of the answers to each question are completed. When finished, click the **“Save”** button, then click the **“Save and Close”** button

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Save

Search

Find Client

Coordinated Entry Intake

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Basic Client Information

Client Consent

Family Members

Diversion Assessment

Program Enrollment

Leonardo Turtle

New Assessment

Triage/Current Living Situation

Complete Housing Needs Assessment?

VI-SPDAT

Pause

Cancel

Leonardo Turtle

1/1/1990

222-22-2222

ClientID 1048333

Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

1) TAKEN TO POLICE BECAUSE YOU WITNESSED A CRIME, WERE THE VICTIM OF A CRIME, OR THE ALLEGED PERPETRATOR OF A CRIME OR BECAUSE THE POLICE TOLD YOU THAT YOU MUST MOVE AWAY?

Refused

f) Stayed one or more nights in a holding cell, jail or prison, whether that was a short-term stay like the drunk tank, a longer stay for a more serious offense, or anything in between?

Refused

IF THE TOTAL NUMBER OF INTERACTIONS EQUALS 4 OR MORE, THEN SCORE 1 FOR EMERGENCY SERVICE USE.

SCORE: 0

5. Have you been attacked or beaten up since becoming homeless?

Yes

No

Refused

6. Have you threatened to or tried to harm yourself or anyone else in the last year?

Yes

No

Refused

7. Do you have any legal stuff going on right now that may result in you being locked up, having to pay fines, or that make it more difficult to rent a place to live?

Yes

No

Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE: 0

8. Does anybody force or trick you to do things that you do not want to do?

Yes

No

Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?

Yes

No

Refused

IF "YES," THEN SCORE 1 FOR LEGAL ISSUES.

SCORE: 0

8. Does anybody force or trick you to do things that you do not want to do?

Yes

No

Refused

9. Do you ever do things that may be considered to be risky like exchange sex for money, run drugs for someone, have unprotected sex with someone you don't know, share a needle, or anything like that?

Yes

No

Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR RISK OF EXPLOITATION.

SCORE: 0

C. Socialization & Daily Functioning

10. Is there any person, past landlord, business, bookie, dealer, or government group like the IRS that thinks you owe them money?

Yes

No

Refused

11. Do you get any money from the government, a pension, an inheritance, working under the table, a regular job, or anything like that?

Yes

No

Refused

IF "YES" TO QUESTION 10 OR "NO" TO QUESTION 11, THEN SCORE 1 FOR MONEY MANAGEMENT.

SCORE: 0

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?

Yes

No

Refused

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Search

Find Client

Coordinated Entry Intake

COVID-19 Intake

COVID-19 Vaccine Intake

Client Dashboard

Edit Client

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VI-SPDAT

Pause

Cancel

Leonardo Turtle

1/1/1990

222-22-2222

ClientID

1048333

Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

12. Do you have planned activities, other than just surviving, that make you feel happy and fulfilled?

Yes

No

Refused

IF "NO," THEN SCORE 1 FOR MEANINGFUL DAILY ACTIVITY.

SCORE: 0

13. Are you currently able to take care of basic needs like bathing, changing clothes, using a restroom, getting food and clean water and other things like that?

Yes

No

Refused

IF "NO," THEN SCORE 1 FOR SELF-CARE.

SCORE: 0

14. Is your current homelessness in any way caused by a relationship that broke down, an unhealthy or abusive relationship, or because family or friends caused you to become evicted?

Yes

No

Refused

IF "YES," THEN SCORE 1 FOR SOCIAL RELATIONSHIPS.

SCORE: 0

D. Wellness

15. Have you ever had to leave an apartment, shelter program, or other place you were staying because of your physical health?

Yes

No

Refused

16. Do you have any chronic health issues with your liver, kidneys, stomach, lungs or heart?

Yes

No

Refused

17. If there was space available in a program that specifically assists people that live with HIV or AIDS, would that be of interest to you?

Yes

No

Client Refused

18. Do you have any physical disabilities that would limit the type of housing you could access, or would make it hard to live independently because you'd need help?

Yes

No

Refused

19. When you are sick or not feeling well, do you avoid getting help?

Yes

No

Refused

20. FOR FEMALE RESPONDENTS ONLY: Are you currently pregnant?

Yes

No

Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR PHYSICAL HEALTH.

SCORE: 0

21. Has your drinking or drug use led you to being kicked out of an apartment or program where you were staying in the past?

Yes

No

Refused

22. Will drinking or drug use make it difficult for you to stay housed or afford your housing?

Yes

No

Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE: 0

Save

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Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE: 0

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Yes No Refused

b) A past head injury? Yes No Refused

c) A learning disability, developmental disability, or other impairment? Yes No Refused

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Yes No Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

SCORE: 0

IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

SCORE: 0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Yes No Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Yes No Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE: 0

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IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR SUBSTANCE USE.

SCORE: 0

23. Have you ever had trouble maintaining your housing, or been kicked out of an apartment, shelter program or other place you were staying, because of:

a) A mental health issue or concern? Yes No Refused

b) A past head injury? Yes No Refused

c) A learning disability, developmental disability, or other impairment? Yes No Refused

24. Do you have any mental health or brain issues that would make it hard for you to live independently because you'd need help? Yes No Refused

IF "YES" TO ANY OF THE ABOVE, THEN SCORE 1 FOR MENTAL HEALTH.

SCORE: 0

IF THE RESPONDENT SCORED 1 FOR PHYSICAL HEALTH AND 1 FOR SUBSTANCE USE AND 1 FOR MENTAL HEALTH, SCORE 1 FOR TRI-MORBIDITY.

SCORE: 0

25. Are there any medications that a doctor said you should be taking that, for whatever reason, you are not taking? Yes No Refused

26. Are there any medications like painkillers that you don't take the way the doctor prescribed or where you sell the medication? Yes No Refused

IF "YES" TO ANY OF THE ABOVE, SCORE 1 FOR MEDICATIONS.

SCORE: 0

27. YES OR NO: Has your current period of homelessness been caused by an experience of emotional, physical, psychological, sexual, or other type of abuse, or by any other trauma you have experienced? Yes No Refused

IF "YES", SCORE 1 FOR ABUSE AND TRAUMA.

SCORE: 0

Prescreen Total: 0

PRE-SURVEY: 0

A. HISTORY: 0

B. RISK: 0

C. SOCIALIZATION & DAILY FUNCTIONS: 0

D. WELLNESS: 0

PRE-SCREEN TOTAL: 0

SCORING SECTION

Save

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The screenshot shows the 'Intake (2298)' form for client Leonardo Turtle (ClientID: 1048333). The form is titled 'Vulnerability Index (VI) and Service Prioritization Decision Assistance Tool (SPDAT)'. It features a table with columns for SECTION, SCORE, and Results. The table contains the following data:

SECTION	SCORE	Results
PRE-SURVEY	0	
A. HISTORY OF HOUSING & HOMELESSNESS	0	0-3 No housing intervention
B. RISK	0	4-7 An assessment for Rapid Re-Housing
C. SOCIALIZATION & DAILY FUNCTIONS	0	8+ An assessment for Permanent Supportive Housing/Housing First
D. WELLNESS	0	
Grand Total	0	

Below the table, there are 'Follow-Up Questions' with input fields for contact information and a 'Prioritization Status' dropdown menu. A 'Save' button is located at the bottom right.

29. To complete the Intake workflow, Click the **“Finish”** button.

The screenshot shows the completion screen of the Intake workflow. The text 'You're done!' and 'All required steps have been completed.' is displayed. A red box highlights a 'Finish' button with a checkmark icon and the text 'Close the workflow'.

30. The enrollment for Coordinated Entry now appears on the **“Client Dashboard”**

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Leonardo Turtle's Dashboard

Leonardo Turtle's Information

Name: Turtle, Leonardo | Birth Date: 1/1/1990 | Age: 32
Gender: Male | Veteran: Client Doesn't Know
Ethnicity: Non-Hispanic/Non-Latin(a)(o)(x) | Race: Asian or Asian American

Leonardo's Enrollments

1 result found.

Enrollment	Case	Begin Date	Status	End Date	Organization	Last Assessment
Current	1	10/27/2022	Active		My Fake Organization	10/27/2022

Leonardo's Case Manager Assignments

1 result found.

Case Manager	Begin Date	Status	End Date	Enrollment	All Associated Enrollments
Grant Peters	10/27/2022	Active		My Fake Organization Coordinated Entry (R1a)	(1)

You have successfully completed the Coordinated Entry Intake workflow. Please contact the HMIShelpdesk@ihcda.IN.gov if you have questions or would like additional assistance.